



Women's Health Tasmania

Deputy Chief Executive Officer (DCEO), Women's Health Tasmania

- **Position Type:** Part-time (0.8 FTE), negotiable
- **Pay Structure:** SCHADS Level 7 (Salary packaging available)
- **Location:** Hobart, Tasmania, with flexibility for travel within the state

Organisation Overview:

Women's Health Tasmania (WHT) is a statewide health promotion charity focussed on women's health. We have an inclusive feminist philosophy.

Our mission is that Tasmanian women are informed and active decision makers in their own health and wellbeing.

Women's Health Tasmania works simultaneously at three levels to achieve this mission:

- with individual women in Tasmania, providing reliable health information, counselling, an information line, group programs and other health promotion and preventative health activities;
- with communities and partners, through collaboration to deliver workshops, sector capacity building and strong relationships with service providers and practitioners; and
- with the health system itself, through targeted policy development, research and advocacy developed from the voices of women.

Position Overview:

Women's Health Tasmania is seeking a Deputy Chief Executive Officer (DCEO) to lead its operational team in promoting women's health, navigating the health services system and advancing the organisation's mission across the state. This part-time role offers a unique opportunity to be part of the leadership of a respected not-for-profit organisation that is committed to equity, choice, and influence through an intersectional feminist lens.

The Deputy Chief Executive Officer (DCEO) is both an operational leader and a strategic partner to the CEO to deliver Women's Health Tasmania's vision, strategic plan, and advocacy agenda.

The role is responsible for organisational performance, program development and delivery, stakeholder engagement, staff leadership, and the implementation of strategic priorities. The Deputy CEO acts on behalf of the CEO when delegated and plays a critical role in strengthening the organisation's influence, sustainability, and impact.

The Deputy CEO will work collaboratively with a wide variety of stakeholders including government, health services, community organisations, researchers, funders, and women across Tasmania to build and implement initiatives to achieve social change.

The DCEO reports to the CEO and will be expected to exercise a high degree of initiative and professional judgement.

Application Process:

Candidates interested in this leadership opportunity are invited to submit their application, including a resume and a cover letter (no more than two pages) outlining their vision for the role, including how their experience aligns with the key selection criteria

Women's Health Tasmania welcomes applications from all qualified people who identify as women and who support the mission of the organisation.

Key Responsibilities:

Program and Service Leadership

- Provide oversight of programs, projects, and service delivery.
- Have a role in the delivery of programs and communications, including designing and facilitating workshops, health information resources and outreach activities;
- Ensure programs and activities align with organisational priorities and deliver measurable outcomes.
- Lead program innovation and growth opportunities.
- Monitor, report and evaluate organisational impact and outcomes.

Organisational Performance

- Oversee organisational operations to ensure efficient, effective, and accountable delivery of programs and services.
- Lead organisational planning, performance monitoring, and continuous improvement activities.
- Ensure compliance with relevant funding agreements, legislation, governance requirements, and organisational policies, with a focus on quality and safety.
- Monitor organisational risks and support implementation of mitigation strategies.
- Drive a culture of quality, innovation, and evidence-based practice.

People and Culture

- Foster a positive, inclusive, and high-performing workplace culture that is underpinned by a commitment to intersectional feminism.
- Lead and support the operational team to achieve organisational goals.
- Recruit, selection and induct members of the team that report to the DCEO.
- Promote staff wellbeing, professional development, coaching and supervision, and continuous learning.

- Model organisational values and behaviours.

Organisational Leadership

- Support the CEO in delivering the organisation's strategic plan and annual operational priorities.
- Lead strategic projects and organisational initiatives as required.
- Maintain a contemporary understanding of trends, opportunities, and risks affecting women's health and gender equity.
- Contribute to policy development and organisational positioning on key women's health issues.
- Lead the development and review of operational procedures and policies.
- Act as CEO when delegated.

Advocacy and Policy Practice

- Embed women's lived experience as a foundation for policy and service reform.
- Support the development and implementation of Women's Health Tasmania's advocacy agenda.
- Contribute to high-level engagement with government, health services, professional bodies, and community stakeholders.
- Contribute to policy submissions, position papers, reports, and consultation processes.
- Represent the organisation in strategic forums, committees, and partnerships as required.

Financial and Resource Management

- Ensure responsible stewardship of organisational resources in line with budget.
- Contribute to budget and financial sustainability planning.
- Identify and pursue funding, partnership, and growth opportunities.

Stakeholder Engagement and Partnerships

- Build and maintain productive relationships with a diverse range of stakeholder groups.
- Strengthen Women's Health Tasmania's profile and influence across Tasmania and nationally.

Key Selection Criteria:

Essential

- **Commitment to Feminist values:** A commitment to intersectional feminist principles, to understanding of the diverse needs of women in Tasmania and to the improvement of health outcomes for women in Tasmania.
- **Tertiary or Postgraduate qualifications:** in public health, health promotion, social policy, community development, social work, management, or a related field.
- **Leadership experience:** Experience in a leadership or senior management role ideally within a not-for-profit organisation in the health, community services, or social impact sectors and the ability to lead and develop high-performing teams.
- **Organisational performance:** Proven ability to lead organisational performance and change management while adhering to mission-driven values.
- **Partnerships and Stakeholder Engagement:** Experience building effective partnerships, creating coalitions for change and engaging stakeholders with sensitivity and professionalism.
- **Communication:** Highly developed communication, advocacy, and stakeholder engagement skills.
- Strong **analytical and problem-solving capabilities.**
- **Managing organisational resources:** experience in managing as budgets, contracts, resources and funding agreements.
- **Flexibility:** for travel within Tasmania and ability to work flexible hours when required.

Desirable

- Knowledge of the Tasmanian health and community services landscape.
- Strong understanding of women's health, gender equity, social determinants of health, and health policy.
- Experience in policy development, advocacy, or systems reform.

Leadership Expectations

The Deputy CEO will be a visible, values-driven leader who:

- Champions women's health and gender equity.
- Builds trust and collaboration within the organisation and across the sector.
- Leads with integrity and accountability.
- Encourages innovation and learning.
- Maintains a strong focus on impact, evidence, and continuous improvement.

How to apply

Please send your application, including your resume and a cover letter outlining your vision for the role and how your experience aligns with the key selection criteria.

If you have any queries please contact the CEO of the Women's Health Tasmania, Kelly Bruce, by email at ceo@womenshealthtas.org.au.

Applications are to be sent to Kelly Bruce at ceo@womenshealthtas.org.au.

Applications close COB Monday 10 August, 2026.

Preferred candidates will be required to have a National Police Check and Working with Vulnerable People Check clearance. Appointment will be subject to satisfactory check outcomes.

Candidates will also be expected to have a current full driver's licence.

Appointment is subject to a satisfactory six-month probationary period.